

RESOLUTION NO. 2021-27

RESOLUTION OF THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
ESTABLISHING THE POSITION OF PAID ADMINISTRATIVE ASSISTANT AND
FIXING THE COMPENSATION FOR AND PRESCRIBING THE POWERS, FUNCTIONS
AND DUTIES OF SAID POSITION

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
RESOLUTION 2021-27

WHEREAS, at the regularly scheduled meeting of the Board of Fire Commissioners of the Florence Township Fire District No. 1, it was determined that there was a need for the position of a Administrative Assistant;

AND WHEREAS, for the public health, safety and welfare of the residents of said district the creation of said paid position would be in the best interests of the district and the public as to preserve and protect the property of the residents of said district;

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners, Florence Township Fire District No. 1, that:

1. The position of paid Administrative Assistant is hereby created.
2. The requirements of the established position is as follows:
 - A. Shall meet all the requirements and perform all of the duties delineated in the New Jersey Department of Personnel, Office of Personnel Management for the created position.
 - B. Meet all of the requirements specified in N.J.S.A. 40A:14-81.2.
3. Compensation for the established positions shall be no less than \$35,000 or no greater than \$50,000 per year, upon hire and shall be negotiated by contract within the time frame stipulated therein depending on the candidate's qualifications. Said compensation level shall be set by the Board of Fire Commissioners.

I, Brian Richardson, Battalion Chief of the Florence Township Fire Dist. No. 1, County of Burlington, State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Resolution approved by the Fire District at their August 23, 2021 meeting.

Brian Richardson
Battalion Chief